

SECRET

SECURITY INFORMATION

PURCHASE SECTION REPORT
For Week Ended 23 September 1953Requisitions

Balance Pending end of previous week	229
Received during week	<u>170</u>
	399
Completed during week	<u>115</u>
Balance pending end of week	284

Purchase Orders Issued

177 \$53,276.28

Backlog of Typing

Purchase Orders	8
Correspondence	2
Invitations to Bid	26
Bills of Lading	0
Total	36

STATUS OF PENDING REQUISITIONS*

A. Without Action

Held less than 15 days	90	\$30,700.00
Held more than 15 days	0	-0-
Total	90	30,700.00

B. With Action

<u>Pending Information from Requisitioning Office</u>		
Held less than 30 days	13	2,337.00
Held more than 30 days	0	-0-
Total	13	2,337.00

<u>Pending Receipt or Opening of Bids</u>		
Held less than 30 days	130	28,140.00
Held more than 30 days	1	500.00
Total	131	28,640.00

<u>Pending Clearance from GPO and/or GSA</u>		
Held less than 30 days	2	2,000.00
Held more than 30 days	0	-0-
Total	2	2,000.00

Pending Completion of Service and/or Billing

Held less than 30 days	48	1,230.00
Held more than 30 days	0	-0-
Total	48	1,230.00

<u>Total with Action</u>	194	34,207.00
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C. Total Pending Requisitions

284 64,907.00

D. Total Hours of Overtime during the past week: None

*Details for each Purchasing Agent are in Purchase Section

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Security Information

Contract Number	Contractor	Commodity & Quantity	Value
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25X1A5a2

Contracts, Amendments, executed during period of
17 September 1953 through 23 September 1953

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Status of Contract Actions Pending for Contract Section
As of 23 September 1953

A. No Action	13	
B. Pending receipt of more information, clearances, etc.	8	
C. Pending bid Opening and Award	3	
D. Negotiations Underway	10	
E. Pending drafting of contractual documents	7	
F. No further action required by procurement officer		41
1. Pending typing and mailing to Contractor	30	
2. Pending signature of Contractor	16	
3. Pending final clearance and signature of Contracting Officer	5	
		51
		92

Note: 14 actual requisitions and 35 memos and letters were received during the week which will require contract or other action by the Contract Procurement Officers. Since in many cases two or more of these documents will be consolidated into one action, these figures do not mean that 49 separate actions will be required. The figures above of contract action requests received, completed, or pending are on this consolidated basis. The consolidations, cancellations and transfers resulted in net new contract actions of 22.

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